

Literacy Now Job Description

Job Title: Administrative Assistant

Job Status: Full-time, Salaried, Non-Exempt

Reports to: Development Director

Job Description:

The Administrative Assistant provides overall administrative support to the development (75% of the time) and operations (25% of the time) teams, including the donor database, donor acknowledgments, event coordination, purchasing supplies and maintaining inventories, scheduling (meetings and donor cultivation activities), preparing power point presentations, setting up for meetings, and general assistance for the Executive Director.

Required Skills:

The Administrative Assistant must have prior administrative experience and be proficient and have substantial experience in Word, Excel, PowerPoint, scheduling (Doodle Poll, Sign Up Genius), CRMs (experience with Network for Good and/or Greater Giving are a plus) and be able to manage and prioritize multiple tasks. The Administrative Assistant will have effective communication (written and verbal), interpersonal, organization and problem-solving skills, and willingness to be part of a team. The ability to work well with a variety of personalities, prioritize tasks, and manage time well, along with passion for making a difference are critical to success.

A valid drivers' license, proof of auto insurance, and reliable personal transportation are required.

Development Team Support

- Enter donations (monetary and In-Kind) into the donor database.
- Generate and mail all tax receipts/letters for donations and in-kind donations weekly.
- Create and distribute Weekly Giving Report
- Create and distribute monthly Pledge Report
- Create and distribute monthly Donor Fee Report
- Continually update and correct database records.
- Assist Event Coordinator with logistics for all mailings (invitation, solicitation letters, etc.): assembling materials and mailing with assistance from the printer or mail house.
- Assist Event Coordinator with logistics for all fundraising events.
- Oversee/coordinate volunteers for mailing sponsorship materials and invitations, Welcome Kits, etc.
- Assist with scheduling and confirming guests for Open House events.
- Maintain inventories of marketing materials and promotional items for Development (general office, t-shirts, backpacks, bookmarks, brochures, etc.)
- Meeting support: create Power Point presentations; prepare and distribute agendas and post meeting follow-up items; make copies; schedule and set-up for meetings, including coordination with off-site meeting space contact; make arrangements for lunch/dinner/refreshments; manage RSVPs & follow-up as needed
- Other support as requested.

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Operations Administrative Support

- Meeting support: create Power Point presentations; prepare and distribute agendas and post meeting follow-up items; make copies; schedule and set-up for meetings, including coordination with off-site meeting space contact; make arrangements for lunch/dinner/refreshments; manage RSVPs & follow-up as needed
- Maintain inventory of general office supplies for Operations Team
- Check mailbox weekly. More frequently closer to event dates.
- Deposit checks at Allegiance Bank
- Staff Appreciation
 - Birthday cards: maintain card inventory, coordinate signatures & mail birthday cards
 - Purchase & deliver bundtlets to all staff meetings
 - Assist Executive Director as requested to prepare for staff socials, holiday party, and year-end celebration
- Coordinate logistics of Guild meetings (late Sep, mid-Feb, & mid-April)
 - Meeting notices
 - RSVPs including follow-up
 - Purchasing and delivering food/beverages
 - Coordination with meeting hostesses

Other General Responsibilities

- Additional duties as assigned
- Be a good role model, display strong character values, and respect students, co-workers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and training.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read the employee manual.
- Wear appropriate attire – jeans may be worn in the Literacy Now office or at other in-house meeting sites. Jeans are not permitted to be worn while attending meetings on school sites or with donors.

Safety & Risk Management

- In-house training must be completed and renewed annually before working with youth.
- The Administrative Assistant should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Must be able to lift 25 pounds.
- Employees may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes

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Work Schedule

The Administrative Assistant is a full-time position.

- The Administrative Assistant is expected to attend all training and regularly scheduled meetings.
- Unless attending meetings, the Administrative Assistant is required to work in the Belmont office on Mondays, Wednesdays, and Thursdays from 9:00 – 3:00. Tuesdays, Fridays, and late afternoons, may be worked off site or at the Belmont office.
- Evening and weekend work is required to attend and assist with events and Literacy Now programs. Written approval, from the Development Director, must be obtained (at least 1 week in advance) if regular office hours need to be adjusted due to a late afternoon, evening, and/or weekend event.
- Schedules may change due to unforeseen circumstances.

The Administrative Assistant is a full-time position. Occasional nights and weekend hours are required to attend meetings or to work fundraising and/or program events.

By signing below, the Administrative Assistant understands and accepts all rules and responsibilities of the job described above.

Employee

Signature of Employee

Date